



Prime University

114/116 Mazar Road, Mipur-1, Dhaka-1216

E-mail: controller@primeuniversity.edu.bd

To
The Controller of Examinations
Prime University

Subject: **Application for Academic Transcript/Testimonial/Provisional Certificate/ Original Certificate** (Please tick the appropriate one)

Sir,

I have the honour to inform you that I enrolled myself in Prime University as a student ofProgramSemesterI have completed all of my academic courses scheduled for the program. Now I am in need of

You are therefore, requested to kindly issue at your earliest convenience. It may be pointed out that I have deposited the requisite fee of Tk vide receipt no.....dated..... and attached all relevant papers and documents required for the purpose

Regards

Dated:

Yours obediently,

Signature:

Name (Block Letters)

.....

Department:.....

ID:Batch.....

Mobile No.: